



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	ASSISTANT COUNSEL FOR EMPLOYMENT
DEPARTMENT:	Senate Chief Counsel for Employment
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$100,851 - \$156,318
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	October 22, 2009
DEADLINE FOR APPLICATIONS:	November 5, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Please submit a writing sample with your application, cover letter and resume. Qualified candidates will be contacted if selected for an interview.



ASSISTANT COUNSEL FOR EMPLOYMENT US SENATE

Department: Senate Chief Counsel for Employment Office

Reports to: Senate Chief Counsel for Employment and Deputy Chief Counsel for Employment

NATURE OF WORK

This is professional work in the Office of the Senate Chief Counsel for Employment. Serves as defense attorney in labor and employment law matters to offices of Senators, the Vice President, Committees, Senate Officers and other Senate employing offices. Work entails litigating cases as second chair in trial and appellate courts, and at administrative hearings; advising clients of their legal obligations; doing legal research and writing; and giving employment law seminars to offices of Senators and Officers. Work requires high-level thinking in the application of law to facts and requires the use of independent judgment.

ESSENTIAL FUNCTIONS

Under supervision of the Chief, Deputy Chief, and/or Senior Counsel, defends offices of Senators, the Office of the Vice President, Committees, and other Senate employing offices throughout the country in employment law cases from the inception of the case through final appeal.

Researches complex legal issues and writes accurate, persuasive legal memoranda and briefs.

Conducts discovery, argues motions, assists in preparing for and trying cases, assists in preparing Circuit and Supreme Court arguments, and argues before courts and administrative officers.

Provides legal advice to Office of the Vice President, Senators, Chiefs of Staff, Administrative Directors, Senate Officers, and other Senate managers regarding employment law issues.

Maintains current, accurate knowledge of all employment law cases and statutes.

Develops, prepares and conducts seminars regarding employment-related legal issues;

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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prepares and presents oral and written reference materials and audio-visual materials for seminar participants.

Prepares legal newsletters, memoranda, policies and forms to keep clients informed of and in compliance with existing laws.

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts that require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a Juris Doctorate degree and a minimum of two years experience defending employment claims and advising employers regarding compliance with federal and state employment laws. Work requires the following knowledge, skills, and abilities:

Knowledge of federal employment laws, labor laws, constitutional law, and rules of court.

Ability to research and analyze complex legal issues.

Ability to provide accurate legal advice and to exercise independent judgment in defending clients at trial and appellate court levels.

Ability to establish and maintain effective working relationships with, Staff of the Office of the Vice President, Senators, Chiefs of Staff, Administrative Directors, and Senate Officers.

Ability to exercise independent judgment in determining and implementing the client's best defense strategy in lawsuits.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to concentrate for long periods of time and to pay careful attention to detail.

Ability to communicate effectively, both orally and in writing, on a one-on-one basis, to large groups, and before courts.

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Ability to work extended and unscheduled hours as dictated by caseload.

Knowledge of modern legal practices and research resources, including LEXIS and/or WESTLAW.

Ability to operate a computer and utilize applicable software packages.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

License and in good active standing to practice law from a state or territory of the United States or the District of Columbia.

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PB: 14

FLSA: Exempt

10/21/2009